

PROFESSIONAL EMERGENCY MANAGER

CONTINUING EDUCATION LOGBOOK



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KEEP A COPY FOR YOUR RECORDS

If found please return to:
IDHS c/o PEM Coordinator
302 W. Washington St., Rm E208
Indianapolis, IN 46204

Professional Emergency Manager Program
Indiana Department of Homeland security
302 W. Washington St.
Rm E208
Indianapolis, IN 46204

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PURPOSE OF THIS MANUAL

The purpose of this manual is to keep track of continuing education hours as part of the Professional Emergency Manager (PEM) program. It also provides the mechanism for reporting PEM continuing education information to the PEM Coordinator.

The specific continuing education requirements are described in detail. It is strongly recommended that you hold on to this manual to help keep track of your continuing education progress and as a reference guide to your continuing education questions.

PEM Coordinator
302 W. Washington St., Rm E208
Indianapolis, IN 46204
alindsey@dhs.in.gov
Fax (317)234-0736
or at:
www.in.gov/dhs/training/training/emt

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Instructor Signature						
Class/ Conf. Dates						
Hours						
Course/Conference Title						
Course #						

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<p align="center">CERTIFICATION GUIDELINES</p> <p>Certification is valid for 2 years from date of original certificate issue. PEMs must complete 48 hours of continuing education and submit documentation to the PEM Coordinator every 2 years prior to the expiration date to maintain PEM certification.</p> <p>It is the participant's responsibility to maintain his/her PEM status and provide documentation to the PEM Coordinator thirty (30) days prior to the expiration of their certification. Submitting documentation late may cause a lapse in certification. Certification will remain invalid until training proof is submitted and approved.</p> <p>PEMs who allow their certification to lapse must retake the examination for their current PEM level during the next exam offering. Participants must reapply to take the exam. Upon successful completion of the exam, recertification will be issued. If a participant cannot pass the exam he or she must retake the entire PEM course series for the level at which they were last certified. Any subsequent certification lapses will cause participants to retake the entire PEM series (all levels).</p>	

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<p>PEMs must complete 48 hours of continuing education training <i>every 2 years</i>. Continuing education must be completed after issuance of your certificate. PEMs may opt to take all 48 hours in a classroom environment or may combine hours as follows:</p> <ul style="list-style-type: none"> • <u>All students must</u> successfully complete a minimum of 24 classroom hours of emergency management, homeland security, or emergency preparedness training. • May receive up to 8 additional hours of credit for successful completion of emergency management, homeland security, or emergency preparedness related conference/workshop attendance. • May receive up to 8 additional hours of credit from an accredited college for successful completion of an emergency management, homeland security, emergency preparedness, or public safety-related course. • May receive up to 8 additional hours of credit for successful completion of online, independent study, or distance learning courses on emergency management, homeland security, or emergency preparedness related topics. Online credit may be granted for courses from the following agencies: <ul style="list-style-type: none"> ◇ Federal Emergency Management Agency ◇ US Department of Homeland Security Office of Grants and Training-sponsored courses ◇ Indiana's Learning Management System <p>Emergency Management is a broad discipline; the purpose of the Professional Emergency Manager program is to promote professionalism in the Emergency Management discipline. PEMs should have a broad understanding of the public safety / emergency response field; therefore no more than 24 hours in the same subject area may be used for continuing education credit, i.e. Bio-terrorism, Agro-terrorism, Weapons of Mass Destruction, Law Enforcement topics, Fire Service topics, Emergency Medical Services topics, Natural Disasters, Hazmat, et cetera.</p> <p>* 1.0 Continuing Education Unit (CEU)= 10 contact hours</p>	

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PEM CONTINUING EDUCATION TRACKING

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